

Selecting a Procurement Method

Introduction

Selecting the correct procurement method is one of the most critical aspects of the procurement process. The following procedure navigates the many choices for procuring goods and services for the State of Texas. The strategy is a process of elimination. Procurement methods are eliminated by comparing their requirements with the specification or SOW (Statement of Work) and estimated purchase price. The steps in the following procedure should be followed sequentially unless otherwise indicated in a step.

Procedure for Selecting a Procurement Method

1. Collect the following:

- The detailed specification or SOW for the required good or service. See *Section 2.0 Identify End User Needs* for more information on specifications.
- Requirements, such as maximum time to delivery, special circumstances, etc.
- A reasonable estimate of the good or service's purchase price based on a market survey, a catalog price comparison or a previous purchase of the same specification or SOW.

2. If the requirements and Specification or SOW meet the criteria for:

a. **Emergency purchase**, follow the procedure in *Section 2.18 Emergency Purchases*.

b. **Internal repair**, follow the procedure in *2.11 Delegated Purchase Procedure*.

c. **Proprietary purchase**, follow the instructions in *Section 2.21 Proprietary Purchases*.

d. **Scheduled Purchase Contract**, follow the procedures in *Section 2.9 Scheduled Purchase Contracts*.

3. If the SOW meets the criteria for:

a. **Professional and consulting services**, purchase it using instructions from *Section 2.20 Professional and Consultant Services*

b. **Telecommunications services**, follow the instructions for procuring telecommunications services in *Section 2.21.1 Department of Information Resources Contracts*.

4. Compare the requirements and specification or SOW with the commodities and services provided:

a. On **CCG** (Council on Competitive Government) contracts.¹ If the commodity or service is available on a CCG contract, purchase it according to the instructions in the CCG contract. See *Section 2.21.2 Council on Competitive Government Contracts* for more information.

b. In the **TIBH Industries, Inc. Catalog**. If a TIBH Industries, Inc. commodity or service meets the specification and other requirements, purchase it from TIBH Industries, Inc. See *Section 2.5.1 The Texas Council on Purchasing from People with Disabilities* for more information.

c. In the **TCI (Texas Correctional Industries) Catalog**. If a TCI commodity or service meets the specification and other requirements, purchase it from TCI. See *Section 2.5.2 Texas Correctional Industries* for more information.

d. On DIR's (Department of Information Resources) [IT Commodity List](#)². If the specification or SOW is for **commodity items**, consider purchasing from [GoDIREct Program](#) contracts. See *Section 2.21.1 Department of Information Resources Contracts* for more information.

5. Compare the requirements and specification or SOW with commodities and services provided on:
a. **CPA Term Contracts**. If a CPA Term Contract commodity or service meets the specification, note its price for your best value determination. See *Section 2.7 Term Contracts* for more information on CPA Term Contracts.

b. **CPA TXMAS Contracts**. If the specified commodity or service is available on TXMAS Contract, obtain a price quote from as many TXMAS vendors as are necessary to provide a best value determination. See *Section 2.9.1 Texas Multiple Award Schedule Contracts* for more information on CPA TXMAS Contracts.

6. If you were unable to find the specified commodity or service in a CPA Term Contract, TXMAS Contract, go to Step 8.

7. Compare the collected prices from Steps 5 through 5.c. Use the procurement process that provides the best value to the State of Texas. For example, if a TXMAS contract provides the best value, use the TXMAS process outlined in *Section 2.9.1 Texas Multiple Award Schedule Contracts* to purchase the specified item or service. Include the following statement on the agency copy of the PO:

“Procurement methods were evaluated and best value is provided by {insert ‘CPA Term Contract,’ ‘TXMAS Contract.’”

8. If the specification or SOW is for:

a. A commodity or service with an estimated purchase price not greater than \$5,000,

b. A commodity with an estimated purchase price not greater than \$25,000,

c. A service with an estimated purchase price not greater than \$100,000,

d. A perishable commodity,

e. A direct publication,

f. Fuel, oil or grease,

g. A distributor purchase, or

h. An internal repair

then the authority to administer the competitive process is delegated to your agency. Follow the instructions in *Section 2.11 Delegated Purchase Procedure*.³

9. If you have reached this step, CPA administers the competitive process. Follow the instructions in

Section 2.4.1 Non-Delegated Purchase Procedure.

¹The website for CCG is <http://www.ccg.state.tx.us>

²<http://www.dir.state.tx.us/store/busops/softwarepublishers.htm>

³Texas Administrative Code Title 34, Part 1, Chapter 20, Rule 20.41

SECTION 2.4

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